

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA**

HR Handbook Update No. 2011 – 0006

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to “Guidelines for Entering Civil Service Information in LaGov HCM

Issue Date: April 28, 2011

This is to advise agencies that the “Guidelines for Entering Civil Service Information in LaGov HCM” have been updated.

These updated guidelines replace the previous Civil Service Entry Guidelines. Although the guidelines are written to specifically address the LaGov HCM system, agencies using other HRIS systems are reminded that they must duplicate for their agencies the information requirements found in the guidelines.

REASON FOR THE CHANGE: Civil Service regularly monitors agency HR practices, changes in the LaGov HCM system, and Civil Service rules to determine their impact on the type of entries that should be made in the system. Therefore, the guidelines must be updated periodically.

Following are the sections of the guidelines that have been affected since the last revision:

Reassignment:

- Civil Service Rule 23.10(b) applies to Position Number Change

Transfers:

- Civil Service Rule 17.18 applies to Relocation in Lieu of Layoff

Optional Payments:

- Added LaGov HCM Quick Tips 13 and 55 to DSCS Requirements/Comments section

If you have any questions, please contact Sirwana L. Granger (225) 342-8282.

Sincerely,

s/Shannon S. Templet
Director